



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO 80204

MAY 23 1991

Reply to
Attn. of: CACFP-242

Subject: Use of Production Records in the Child and Adult Care Food Program (CACFP)

To: STATE AGENCY DIRECTORS - Colorado DH, Iowa, Kansas, Missouri DH,
(Special Nutrition Programs) Montana DHES, Nebraska ED, North Dakota,
South Dakota, Utah and Wyoming ED

As a result of discussions held during the March 1991 CACFP National Meeting in Louisville, we are providing guidance on our position concerning the use of production records in the CACFP.

Program Regulations do not require the use of production records. Paragraph 226.15(e) (10) only stipulates that institutions keep menus "...and any other food service records required by the State Agency." FNS Instruction 796-2, Rev. 1 "Financial Management-Child Care Food Program," dated October 7, 1983, Section VIII, B 11 c, suggests meal production records as a means of determining quantities of foods prepared and served. In addition, Program Aid Number 1265, "Child Care Food Program Management Manual for Institutions," dated August 1987, Chapter VII - Recordkeeping, Section C 1, states that "The administering agency may require that institutions keep daily production records...." The latter two documents simply advise States and institutions about the usefulness of production records but in no way dictate that these records be required to support the meal service.

However, regardless of the above, we do not recommend abolishing the use of production records. From our experience, we believe this type of record provides adequate documentation to substantiate the meal service. Most of the States in this region already have a prototype production record form for institutions to use to demonstrate that the minimum requirements are met and to ensure positive action toward providing one meal per participant at each meal service. This type of record also provides an easy method for monitoring meal service requirements since some type of documentation must be maintained.

If you have any questions regarding this policy, please contact my staff at (303) 844-0359.

Ann C. Hector

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Regional Director
Special Nutrition Programs